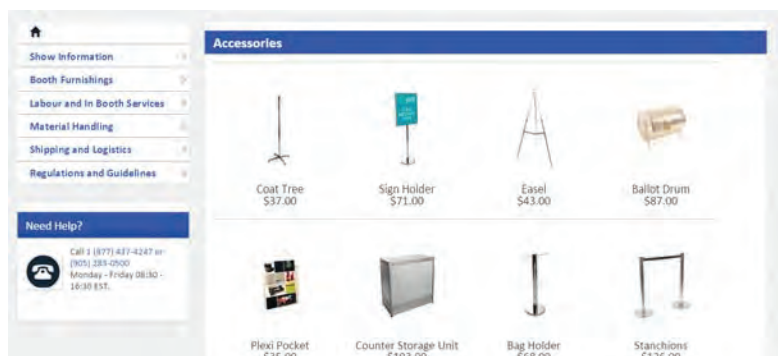




Accelerate your experience using the Expresso planning, ordering and management tool.

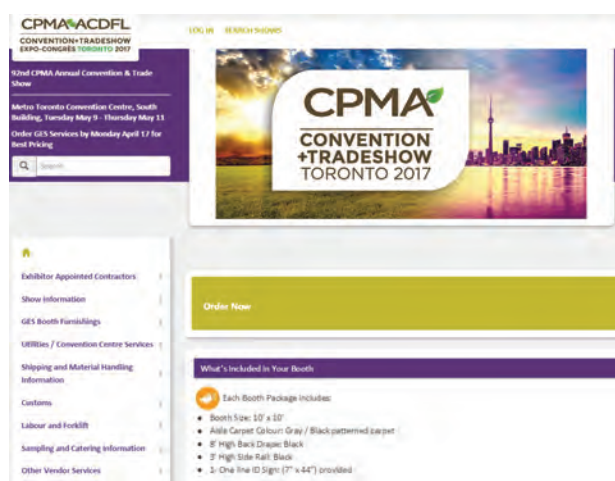
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



**Experience a difference with Expresso.**

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





**CGA Gas Measurement and Regulation School**  
**June 4 - 7, 2018**  
**Delta Edmonton South**

**GES** is pleased to have been selected as the official service contractor by the show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

**GES** is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

For your convenience, we will be offering the following services:

**Expresso Online Ordering**  
**Furnishings**  
**Specialty Furnishings**  
**Carpet & Underpadding**  
**Booth Cleaning**  
**Modular Exhibit Systems & Accessories**  
**Graphics**  
**Installation & Dismantling Labour**  
**In-Booth Forklifting**  
**Material Handling**  
**GES Logistics / Shipping**  
**Electrical**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **May 14, 2018** as indicated on each form. **GES** accepts Visa, Mastercard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of GST when exhibiting in Alberta.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767**.



## ORDER FORM RECAP

7730 - 34 Street NW, Edmonton, AB T6B 3J6

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

SHOW NAME:

CGA Gas Measurement and Regulation School

SHOW DATE:

June 4 - 7, 2018

DISCOUNT PRICE

DEADLINE DATE:

May 14, 2018

TO: **GES Edmonton**  
FAX: **780-469-1619**  
EMAIL: **edmonton@ges.com**  
DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
SHOW NAME: \_\_\_\_\_  
BOOTH #: \_\_\_\_\_



To help us ensure we have received your entire order and we have the correct totals, check off those forms you are sending us and complete value section for each form

	GES ORDER FORM (s)	Pg. Total
<input type="checkbox"/>	Credit Card Authorization	\$
<input type="checkbox"/>	Third Party Billing	\$
<input type="checkbox"/>	Furnishings	\$
<input type="checkbox"/>	Speciality Furnishings	\$
<input type="checkbox"/>	Carpet & Underpadding	\$
<input type="checkbox"/>	Booth Cleaning	\$
<input type="checkbox"/>	Plants	\$
<input type="checkbox"/>	Modular Exhibit System Rentals	\$
<input type="checkbox"/>	Modular Exhibit System Accessories	\$
<input type="checkbox"/>	Graphics	\$
<input type="checkbox"/>	Installation & Dismantle Services	\$
<input type="checkbox"/>	In-Booth Forklifting	\$
<input type="checkbox"/>	Material Handling	\$
<input type="checkbox"/>	Logistics	\$
<input type="checkbox"/>	Electrical	\$

*Please call to confirm receipt of your order.*

To receive Discount Pricing send your order in by the Discount Price Deadline Date noted above.

**THANK YOU FROM GES**



7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

## PAYMENT POLICY INFORMATION SHEET

**SHOW NAME:** CGA Gas Measurement and Regulation School  
**SHOW DATE:** June 4 - 7, 2018

**DISCOUNT PRICE  
DEADLINE DATE:**

May 14, 2018

### Discount Pricing:

To qualify for **Discount Pricing**, orders must be received **with payment in full on or before the deadline date**. Late orders will be charged the **Regular Price**. Orders without payment cannot be processed until payment is received and may be charged the **Regular Price**.

### Method of Payment:

GES accepts American Express, MasterCard, Visa, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. **Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

### Bank Wire Transfer Information:

To properly credit your account, please complete the **BANK WIRE TRANSFER FORM**, available upon request, and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank Wire Transfer Form.

**NOTE:** There is a minimum \$20.00 Service Charge (North America) & \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers. Also, wire transfers can take 3 to 10 business days to be cleared. Ensure you leave enough time to receive the benefit of the discount. Orders are not processed until payment is received, this includes wire transfers.

### PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without a company's **CREDIT CARD AUTHORIZATION FORM** on file.

### THIRD PARTY BILLING:

Arrangements can be made for an exhibit house or other agent to manage exhibit & order services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements prior to start of move-in. In the event the authorized Third Party does not pay, the exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

### ADJUSTMENTS AND CANCELLATIONS:

Adjustments to invoice(s) **will not be made after the close of the show**. Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

**EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.**

**EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELEASE OF GOODS FROM THE SHOW FLOOR**





7730 - 34 Street NW, Edmonton, AB T6B 3J6

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

**CREDIT CARD  
AUTHORIZATION FORM****SHOW NAME:** CGA Gas Measurement and Regulation School  
**SHOW DATE:** June 4 - 7, 2018**DISCOUNT PRICE**  
**DEADLINE DATE:**

Monday, May 14, 2018

**EXHIBITOR INFORMATION****IMPORTANT - READ CAREFULLY****BOOTH #:** \_\_\_\_\_**COMPANY:** \_\_\_\_\_**STREET:** \_\_\_\_\_**CITY:** \_\_\_\_\_ **PROV/STATE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_**EMAIL:** \_\_\_\_\_**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_**CONTACT NAME:** \_\_\_\_\_**PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION BELOW IF:**  
- Paying by Credit Card for any service.

- Payment is being forwarded to GES in the form of a cheque.

- There is any possibility that additional service(s) will be ordered on-site.

- Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services will be required.

**PLEASE COMPLETE THE FOLLOWING**☐

VISA

TYPE OF CARD

☐

AMERICAN EXPRESS

☐

PERSONAL

☐

MASTERCARD

☐

CORPORATE

**EXPIRY DATE:****CVV:****CARD #****CARDHOLDER'S NAME (PRINT):** \_\_\_\_\_**CARDHOLDER'S SIGNATURE:** \_\_\_\_\_**CARDHOLDER'S BILLING ADDRESS:** \_\_\_\_\_**CITY:** \_\_\_\_\_ **PROV/STATE:** \_\_\_\_\_ **CODE/ZIP:** \_\_\_\_\_**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

This authorization allows GES to charge any fees outstanding after show closing to this credit card.  
(including funds owed due to a cheque returned NSF)

**CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION****IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS  
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY****PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW**

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS &amp; CONDITIONS OF MY AGREEMENT WITH GES.

Signature

Print Name &amp; Title

Date



7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

## THIRD PARTY BILLING AUTHORIZATION FORM

SHOW NAME: **CGA Gas Measurement and Regulation School**  
SHOW DATE: **June 4 - 7, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, May 14, 2018**

### EXHIBITOR INFORMATION

### IMPORTANT - READ CAREFULLY

BOOTH #: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_

An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.  
Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company's credit card.

### Exhibiting Company

Name of Exhibiting Company \_\_\_\_\_ Phone# \_\_\_\_\_ Fax # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Prov / State \_\_\_\_\_ Code / Zip \_\_\_\_\_  
Authorized Name (Print) \_\_\_\_\_ Authorized Signature \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD EXPIRY DATE: \_\_\_\_\_  
TYPE OF CARD ☐ PERSONAL ☐ CORPORATE CVV: \_\_\_\_\_  
CARD #              
CARDHOLDER'S NAME (PRINT): \_\_\_\_\_  
CARDHOLDER'S SIGNATURE: \_\_\_\_\_

### Third Party / Exhibit House

Name of Third Party / Exhibit House \_\_\_\_\_ Phone# \_\_\_\_\_ Fax # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Prov / State \_\_\_\_\_ Code / Zip \_\_\_\_\_  
Authorized Name (Print) \_\_\_\_\_ Authorized Signature \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD EXPIRY DATE: \_\_\_\_\_  
TYPE OF CARD ☐ PERSONAL ☐ CORPORATE CVV: \_\_\_\_\_  
CARD #              
CARDHOLDER'S NAME (PRINT): \_\_\_\_\_  
CARDHOLDER'S SIGNATURE: \_\_\_\_\_

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY / EXHIBIT HOUSE EXCEPT FOR THE FOLLOWING:

### PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

Signature \_\_\_\_\_ Print Name & Title \_\_\_\_\_ Date \_\_\_\_\_



## ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable

GES Canada Limited

Email: ar@ges.com Fax: 905-283-0501

Your Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Event Name: \_\_\_\_\_

### GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Beneficiary's Name:

GES Canada Limited

Bank Name:

Bank of Montreal

Address:

350 - 7th Avenue SW  
Calgary, AB  
T2P 3N9

IF YOU ARE SENDING  
CANADIAN DOLLARS (\$CDN)



#### EFT/Direct Deposit

Institution code #: 001  
Transit #: 00109  
Account #: 1967-990

IF YOU ARE SENDING  
AMERICAN DOLLARS (\$US)



Institution code #: 001  
Transit #: 00109  
Account #: 4773-410

#### Wire Transfers

Account #: 1967-990  
Beneficiary's Bank: //CC000100109  
Swift Code: BOFMCAM2

Account #: 4773-410  
Beneficiary's Bank: //CC000100109  
Intermediary bank: Wells Fargo Bank (FKA Wachovia)  
Swift Code: PNBPU3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

\*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: \_\_\_\_\_

**Please Note:** Please ensure transfer is made by the deadline date on your Order Form or Quotation.  
Additional charges will be incurred for late payments, and services may be delayed.  
\*Minimum Bank Charges as shown above, reflect GES's bank charges only.  
Any additional wire transfer and EFT fees are the exhibitor's responsibility.



# furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High Starbase Table



30" Round / 18" High Coffee Table



Spandex Cover for 40" High Cocktail Table



4' and 6' Long Skirted Counter with White Vinyl Top



4', 6', or 8' Long Skirted Table with White Vinyl Top





# furnishings



22" W X 28" H  
Chrome Sign Holder  
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket  
(Wall Mountable only,  
not self-standing)



40" W x 20" D x 41" H  
White Counter Storage Unit



Bag Holder 41" H



Stanchions  
6' Belt



Plastic  
Wastebasket





7730 - 34 Street NW, Edmonton, AB T6B 3J6

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

**FURNISHINGS ORDER FORM**

SHOW NAME:

**CGA Gas Measurement and Regulation School**

SHOW DATE:

**June 4 - 7, 2018**

DISCOUNT PRICE

DEADLINE DATE:

Monday, May 14, 2018

**EXHIBITOR INFORMATION****CREDIT CARD AUTHORIZATION**

BOOTH #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

**NO ORDER WILL BE CONSIDERED  
FINAL UNTIL CREDIT CARD  
AUTHORIZATION FORM IS COMPLETED  
AND SUBMITTED WITH THIS FORM.**

**ALL ORDERS MUST BE PREPAID IN FULL  
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

**FURNISHINGS****SKIRTED TABLES 30" HIGH**

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY				
					QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	GREY FABRIC SIDE CHAIR	\$41.00	\$57.00						
	GREY FABRIC COUNTER STOOL	\$89.50	\$125.50			4 FT LONG X 2 FT WIDE	\$85.50	\$119.50	
	GREY FABRIC ARM CHAIR	\$42.00	\$74.50			6 FT LONG X 2 FT WIDE	\$94.00	\$131.50	
	PLASTIC FOLDING CHAIR	\$26.00	\$48.50			8 FT LONG X 2 FT WIDE	\$101.50	\$142.50	
	COFFEE TABLE 18" HIGH ROUND	\$57.00	\$79.50			SKIRTED FOURTH SIDE	\$37.00	\$51.50	
	STARBASE TABLE 30" ROUND 30" HIGH	\$74.50	\$104.50		<b>SKIRTED COUNTER 42" HIGH</b>				
					<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
	COCKTAIL TABLE 30" ROUND 40" HIGH	\$90.00	\$125.50		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	22" X 28" CHROME SIGN HOLDER	\$48.50	\$68.00			4 FT LONG X 2 FT WIDE	\$97.50	\$136.50	
	EASEL	\$41.00	\$57.50			6 FT LONG X 2 FT WIDE	\$120.00	\$168.00	
	SMALL GOLD BALLOT DRUM	\$74.50	\$104.50			8 FT LONG X 2 FT WIDE	\$147.00	\$206.00	
	BAG HOLDER 40" HIGH	\$68.00	\$95.50			SKIRTED FOURTH SIDE	\$37.00	\$51.50	
	TAPE STANCHION (7')	\$43.50	\$60.50		<b>NON SKIRTED 30" HIGH TABLES (VINYL ONLY)</b>				
	GARMENT RACK ON WHEELS	\$46.50	\$65.00			<input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT	\$68.00	\$95.50	
	WASTEBASKET	\$22.50	\$32.00		<b>NON SKIRTED 42" HIGH TABLES (VINYL ONLY)</b>				
	BASEPLATE & 8 FT H POLE	\$20.50	\$29.00			<input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT	\$109.00	\$153.00	
	6FT - 10 FT CROSSBAR	\$15.50	\$22.00		<b>CUSTOM BOOTH DRAPING</b>				
	BAR FRIDGE	\$212.00	\$297.00		<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BURGUNDY				
	BLACK SPANDEX COCKTAIL COVER	\$35.00	\$49.00		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	GREY SPANDEX COCKTAIL COVER	\$35.00	\$49.00						
						3' HIGH (PER LINEAR FOOT)	\$7.00	\$10.00	
						8' HIGH (PER LINEAR FOOT)	\$8.00	\$11.00	

**TERMS AND CONDITIONS**

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSTOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

I HAVE READ AND UNDERSTAND THE TERMS &amp; CONDITIONS OF MY AGREEMENT WITH GES.

**SUBTOTAL****GST 5%****TOTAL**

**INCLUDE TOTAL FROM THIS PAGE  
ON ORDER CHECKLIST SHEET**

SIGNATURE

DATE



7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

## SPECIALITY FURNISHINGS ORDER FORM

**SHOW NAME:** CGA Gas Measurement and Regulation School  
**SHOW DATE:** June 4 - 7, 2018

**DISCOUNT PRICE DEADLINE DATE:** Monday, May 14, 2018

### EXHIBITOR INFORMATION

### CREDIT CARD AUTHORIZATION

**BOOTH #:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**STREET:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV/STATE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

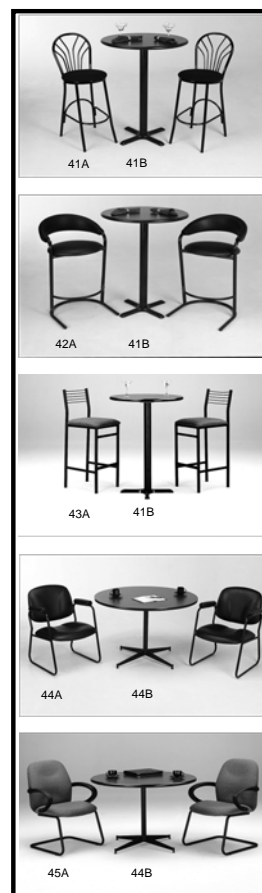
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**NO ORDER WILL BE CONSIDERED  
FINAL UNTIL CREDIT CARD  
AUTHORIZATION FORM IS COMPLETED  
AND SUBMITTED WITH THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL  
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	Total
	41A (EFBS)	FANBACK STOOL	\$128.00	\$179.50	
	41B (FPEDT)	COCKTAIL TABLE 30" ROUND 40" HIGH	\$90.00	\$125.50	
	42A (EBLBS)	LEATHER BISTRO STOOL	\$150.50	\$210.50	
	43A (EGFBS)	FABRIC BISTRO STOOL	\$164.50	\$230.00	
	44B (EBMT)	42" MEETING TABLE	\$150.50	\$210.50	
	45A (EGFC)	LEATHER MEETING CHAIR	\$110.50	\$154.50	
	(EBLHC)	EXECUTIVE LEATHER HIGH BACK ROLLING CHAIR	\$146.00	\$204.50	
	(EBLS3)	LEATHER SOFA - 3 SEATER	\$251.00	\$351.50	
	(EBLS2)	LEATHER SOFA - 2 SEATER	\$208.50	\$292.00	
	(EBLS1)	LEATHER SOFA CHAIR - 1 SEAT	\$163.50	\$228.50	
	(ECTC3)	COFFEE TABLE	\$72.50	\$101.50	
	(EETC3)	END TABLES	\$50.50	\$70.50	
	(FLR)	LITERATURE RACK	\$99.50	\$139.50	
	(FMISC)	24" X 72" FREESTANDING GRID	\$34.50	\$48.50	
	(FMISC)	SPANDEX COCKTAIL COVER BLK OR GREY	\$35.00	\$49.00	



### TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

**SUBTOTAL**

**GST 5%**

**TOTAL**

**INCLUDE TOTAL FROM THIS PAGE  
ON ORDER CHECKLIST SHEET**

**SIGNATURE**

**DATE**





# PLANT ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **CGA Gas Measurement and Regulation School**  
SHOW DATE: **June 4 - 7, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, May 14, 2018**

## EXHIBITOR INFORMATION

## CREDIT CARD AUTHORIZATION

BOOTH #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

**NO ORDER WILL BE CONSIDERED  
FINAL UNTIL CREDIT CARD  
AUTHORIZATION FORM IS COMPLETED  
AND SUBMITTED WITH THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL  
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

## Create a Lasting Impression!



GREEN FLOOR PLANTS				
QTY	DESCRIPTION	DISCOUNT	REGULAR	TOTAL
	2 FT. TO 5 FT. TALL	\$65.00	\$91.00	
	6 FT. TO 8 FT. TALL	\$108.00	\$151.50	
	9 FT. TO 10 FT. TALL (INDOOR TREE)	CALL FOR QUOTE		
GREEN TABLE PLANTS				
	BOSTON FERN	\$57.00	\$79.50	
	TABLE PLANT - 10"	\$51.00	\$71.00	
	MUMS	\$37.00	\$51.50	
FLOWERING PLANTS & SPECIAL REQUESTS				
	STANDARD FRESH FLOWERS	CALL FOR QUOTE		
	PREMIUM FRESH FLOWERS			
	EXOTIC ARRANGEMENT			



PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please List below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price. If nothing listed, GES will provide an arrangement based on show location and time of year.

## TERMS AND CONDITIONS

ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW. NO REFUNDS, EXCHANGES OR CANCELLATIONS ON SITE.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.

ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

# MODULAR EXHIBIT SYSTEM ACCESSORIES ORDER FORM

**SHOW NAME:** CGA Gas Measurement and Regulation School  
**SHOW DATE:** June 4 - 7, 2018

**DISCOUNT PRICE DEADLINE DATE:** Monday, May 14, 2018

## EXHIBITOR INFORMATION

## CREDIT CARD AUTHORIZATION

**BOOTH #:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**STREET:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV/STATE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

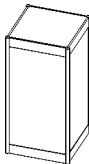
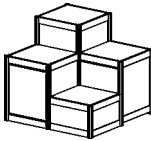
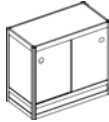
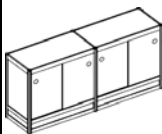
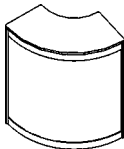


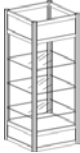


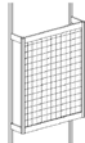

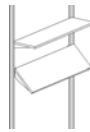

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**NO ORDER WILL BE CONSIDERED  
FINAL UNTIL CREDIT CARD  
AUTHORIZATION FORM IS COMPLETED  
AND SUBMITTED WITH THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL  
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL								
	1	Pedestal 20"L x 20"W 28"H OR 36"H	\$91.50	\$128.00		1		2		3		4	
	2	Pedestal 40"L x 40"W	\$458.50	\$642.00									
	3	Storage Counter 40"L X 20"W X 40"H	\$139.50	\$195.50									
	4	Storage Counter 80"L x 20"W x 40"H	\$272.50	\$381.50									
	5	Curved Counter 60"L x 20"W x 40"H	\$187.00	\$262.00									
	6	99A Showcase 40"L x 20"W x 40"H	\$187.00	\$262.00		5		6		7		8	
	7	99B Showcase 40"L x 20"W x 40"H	\$190.50	\$266.50									
	8	99C Showcase 26"L x 26"W x 96"H	\$276.00	\$386.00									
	9	99D Showcase 40"L x 20"W x 96"H	\$390.00	\$546.00									
QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL								
	A	Waterfall with Eight Balls	\$18.50	\$25.50		9		A		B		C	
	B	Grid Panels - 38" W x 44"H Panels	\$128.00	\$179.50									
	C	Garment Rail 39"W	\$47.50	\$66.50									
	D	Shelves, Flat or Angled 37"L x 12"W	\$40.00	\$56.00									
	E	Slatwall Panels - 37"W x 96"H Grey	\$110.50	\$154.50									
ADDITIONAL ITEMS NOT SHOWN						D		E		Accessories A to E are designed to fit GES Hardwall Only			
		Ballot Bin - 20"L X 20"W X 40"H	\$120.00	\$168.00		Please attach diagram of booth indicating locations for grid panels and / or slatwall. Grid panels CANNOT be installed in corners.							
		Computer Counter	\$158.00	\$221.00									

## TERMS AND CONDITIONS

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

<b>SUBTOTAL</b>	
<b>GST 5%</b>	
<b>TOTAL</b>	
<b>INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET</b>	

SIGNATURE

DATE



# Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact our office: 780.469.7767 or email: [edmonton@ges.com](mailto:edmonton@ges.com)

Please upload files to: <https://file.ges.com/>  
(file must be eps, ai, pdf or psd: fonts must be supplied or converted to outlines)



# GRAPHICS ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **CGA Gas Measurement and Regulation School**  
SHOW DATE: **June 4 - 7, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, May 14, 2018**

## EXHIBITOR INFORMATION

## CREDIT CARD AUTHORIZATION

BOOTH #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

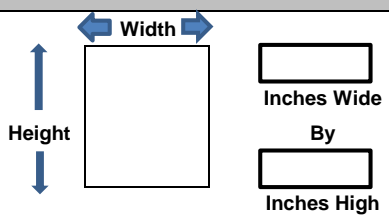
EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

**NO ORDER WILL BE CONSIDERED  
FINAL UNTIL CREDIT CARD  
AUTHORIZATION FORM IS COMPLETED  
AND SUBMITTED WITH THIS FORM**

**ALL ORDERS MUST BE PREPAID IN FULL  
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

SIGN LAYOUT	QTY	SIGN SIZES	DISCOUNT PRICE	REGULAR PRICE
		11" x 14"	\$45.50	\$63.50
		14" x 22"	\$64.00	\$89.50
		22" x 28"	\$99.50	\$139.50
		7" x 44"	\$64.00	\$89.50
		28" x 44"	\$170.50	\$238.50
		40" x 60"	\$259.50	\$363.50
		Layout & Design Work / Hour	\$67.00	\$94.00

**CUSTOM ARTWORK / LOGOS MUST BE ORDERED NO LATER THAN 5 BUSINESS DAYS PRIOR TO FIRST DAY OF MOVE-IN**

**PLEASE PRINT OR TYPE THE TEXT REQUIRED:**

PLEASE INDICATE FONT TYPE: \_\_\_\_\_

**ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK**  
**Custom sizes available - Call for quotation.**

## TERMS AND CONDITIONS

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

THERE ARE NO REFUNDS / EXCHANGES ON SIGNS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

**Please upload Graphics to <https://file.ges.com/>**

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	
GST 5%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

# LABOUR SERVICE ORDER FORM

SHOW NAME: **CGA Gas Measurement and Regulation School**  
SHOW DATE: **June 4 - 7, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, May 14, 2018**

## EXHIBITOR INFORMATION

## CREDIT CARD AUTHORIZATION

BOOTH #: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_

**NO ORDER WILL BE CONSIDERED  
FINAL UNTIL CREDIT CARD  
AUTHORIZATION FORM IS COMPLETED  
AND SUBMITTED WITH THIS FORM**

## ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

LABOUR RATES LISTED ARE PER PERSON PER HOUR AT A MINIMUM CHARGE OF ONE (1) HOUR. LABOUR OVER ONE (1) HOUR IS CHARGED IN HALF (1/2) HOUR INCREMENTS.

**A 40% SURCHARGE WILL BE APPLIED TO ONSITE ORDERS**

**STRAIGHT TIME**  
Monday - Friday  
8:00am - 4:00pm

DISCOUNT PRICE:  
\$72.50

REGULAR PRICE:  
\$101.50

**OVERTIME**  
Monday - Friday  
4:00pm - 8:00am

DISCOUNT PRICE:  
\$108.50

Saturday - Sunday

REGULAR PRICE:  
\$152.00

## EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

### INSTALLATION

Set up Drawings or Photos Attached: ☐ YES ☐ NO

Carrier: \_\_\_\_\_ Delivery Date : \_\_\_\_\_ Delivery time: \_\_\_\_\_  
(Day/Date/Month/Year) (indicate am or pm)

### SUPERVISION

☐ By Exhibitor (Provide Name of Rep) ☐ By GES (30% Surcharge Applies)  
(Exhibitor MUST be Present to Supervise) (Exhibitor Does not have to be present)

Date Labour Required: \_\_\_\_\_ Start time Required: \_\_\_\_\_ ☐ AM ☐ PM  
(Day/ Date/Month/Year)

Number of People Required:  X Hours Per Person  = Total Hours

### DISMANTLING

Carrier: \_\_\_\_\_ Delivery Date : \_\_\_\_\_ Delivery time: \_\_\_\_\_  
(Day/Date/Month/Year) (indicate am or pm)

### SUPERVISION

☐ By Exhibitor (Provide Name of Rep) ☐ By GES (30% Surcharge Applies)  
(Exhibitor MUST be Present to Supervise) (Exhibitor Does not have to be present)

Date Labour Required: \_\_\_\_\_ Start time Required: \_\_\_\_\_ ☐ AM ☐ PM  
(Day/ Date/Month/Year)

Number of People Required:  X Hours Per Person  = Total Hours

## TERMS AND CONDITIONS

WHEN EXHIBITOR IS SUPERVISING LABOUR THE EXHIBITOR MUST CHECK LABOUR IN AND OUT AT THE GES SERVICE CENTRE.

WE RESERVE THE RIGHT TO CHANGE LABOURERS AND/OR RATES AS SHIFTS CHANGE.

ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.

UNCANCELLED LABOUR WILL BE CHARGED A MINIMUM FEE OF 1 HOUR PER PERSON.

GES LIMITS OF LIABILITY APPLY

SUBTOTAL

GST 5%

TOTAL

**INCLUDE TOTAL FROM THIS PAGE  
ON ORDER CHECKLIST SHEET**

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SIGNATURE

DATE



## GES MATERIAL HANDLING INFORMATION

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

### **What is material handling?**

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

### **What types of material handling do you offer?**

Depending on the show and facility, we can provide:

#### **Advanced Show Storage**

*(you schedule your carrier to ship to our warehouse ahead of time and we bring your shipment to showsite and deliver it to your booth prior to your arrival)*

#### **Direct to Showsite**

*(you schedule your carrier to deliver directly to the showsite and we handle the unloading of your carrier and deliver your shipment to your booth. This service is not available at all venues. Please contact us for confirmation)*

#### **Post Show Storage**

*(we bring your shipment from showsite back to our warehouse where you can schedule your carrier to come pick it up)*

### **Advanced Show Storage**

#### **Benefits of Advance Shipping to the GES Warehouse**

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

#### **How to ship in Advance to the GES Warehouse**

- Contact your shipper of choice to schedule the shipment.
- Complete the Advanced show storage material handling order form.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.

### **Post Show Storage**

#### **Benefits of Post Show Shipping to the GES Warehouse**

- Storage of materials for up to 3 business days after show close date.
- Scheduling carriers to pick up on a weekend or late night show tear out can be difficult
- Some convention centres and hotels do not have facilities for storing freight if it can't be picked up that night.
- Peace of mind knowing your shipment has been collected.
- Avoid forced freight charges.

#### **How to ship Post Show to the GES Warehouse**

- Complete the Post show storage material handling order form and send in before show.
- Remove all old shipping and empty storage labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- Contact your carrier to pick up from GES Warehouse within 3 business days of show closing.





7730 - 34 Street NW, Edmonton, AB T6B 3J6

Phone: 780.469.7767

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Toll Free: 877.505.7767

edmonton@ges.com

**MATERIAL HANDLING  
ORDER FORM****SHOW NAME:** **CGA Gas Measurement and Regulation School**  
**SHOW DATE:** **June 4 - 7, 2018****DISCOUNT PRICE**  
**DEADLINE DATE:** **Monday, May 14, 2018****EXHIBITOR INFORMATION****CREDIT CARD AUTHORIZATION****BOOTH #:** \_\_\_\_\_

COMPANY: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

**NO ORDER WILL BE CONSIDERED FINAL  
UNTIL CREDIT CARD AUTHORIZATION FORM  
IS COMPLETED AND SUBMITTED WITH THIS  
FORM****A 40% SURCHARGE WILL APPLY TO ALL  
ORDERS PLACED AFTER THE DEADLINE  
DATE****CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS  
METHOD OF PAYMENT FOR THIS SERVICE****ADVANCE SHIPMENT(S) TO WAREHOUSE:**

- Shipment(s) must be received by: **Tuesday, May 29, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100 lbs: \_\_\_\_\_ **POUNDS**
- Advance Warehouse Rate: **\$64.00** per 100 lbs. (200lb min. charge)
- Shipment(s) may arrive on or after: **Friday, May 4, 2018**

**DIRECT SHIPMENT(S) TO SHOWSITE:**

- Shipment(s) must be received by: **Tuesday, May 29, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100 lbs: \_\_\_\_\_ **POUNDS**
- Advance Warehouse Rate: **\$64.00** per 100 lbs. (200lb min. charge)
- Shipment(s) may arrive on or after: **Friday, May 4, 2018**

**POST SHOW STORAGE SERVICE:**

- Post Show Storage Rate of: **\$69.50** per 100 lbs. (200lb min. charge)
- This service includes transport back to the advance warehouse address only.
- Shipments may be picked up starting **Monday, June 11, 2018** **\*Any shipments not picked up after 3 days will be considered forced freight and subject to additional storage charges.**

**SPECIAL HANDLING: (40% Surcharge Applies to the Entire Shipment)**

- Shipments of loose, padded or uncrated materials.
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading, shipments that need to be broken down.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.
- Shipments arriving outside of target dates.
- Services ordered after the deadline date.

**SMALL PACKAGES: (Maximum 50 lbs / Shipment)**

- Rate of: **\$39.00** for the First Package
- Rate of: **\$10.00** for each additional package(s) (in the same shipment) to a 50lb. Maximum
- \*\*if shipment is over 50lbs, rates for advance or direct will apply.\*\*

**PLEASE COMPLETE THE FOLLOWING:****Carrier Name:** \_\_\_\_\_ **Number of Pieces:** \_\_\_\_\_ **Total Weight:** \_\_\_\_\_**Important: Access to facilities varies from venue to venue, please contact GES to ensure your shipment does not exceed the maximum weight and dimensions.****Dimensions of pieces:** \_\_\_\_\_**Date goods are scheduled to arrive:** \_\_\_\_\_ **Goods are scheduled for delivery to:** ☐ Show Site ☐ Warehouse**TERMS AND CONDITIONS**

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.****SIGNATURE****DATE**

<b>SUBTOTAL</b>	
<b>GST 5%</b>	
<b>TOTAL</b>	
<b>INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET</b>	



# ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW:	CGA Gas Measurement and Regulation School
FACILITY:	Delta Edmonton South

## EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

**SHIPPER:**

\_\_\_\_\_  
(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

**TO:**

\_\_\_\_\_  
(NAME OF EXHIBITING COMPANY AT THE SHOW.)

**BOOTH #**

\_\_\_\_\_  
( BOOTH NUMBER AT THE SHOW.)

<b>ADVANCE WAREHOUSE ADDRESS</b>	GES 6292 - 50 Street NW Edmonton, AB T6B 2N7
--	---

**CARRIER:**

\_\_\_\_\_  
(NAME OF TRANSPORTATION COMPANY)

**NUMBER**  **OF**  **PIECES**

**ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:**

Tuesday, May 29, 2018

**BETWEEN 9AM AND 4PM MONDAY - FRIDAY**



# TRANSPORTATION ORDER FORM

**SHOW NAME:** CGA Gas Measurement and Regulation School**SHOW DATE:** June 4 - 7, 2018

7730 - 34th Street NW, Edmonton, AB T6B 3J6 Phone: 877.505.7767 Fax: 877.469.1619 www.gesexpo.ca edmonton@ges.com

**SHIPPER INFORMATION**

COMPANY:		PHONE:	FAX:
ADDRESS:		PICK UP DATE:	PICK UP TIME:
CITY:	PROV/STATE	BUSINESS HOURS:	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
POSTAL / ZIP CODE:		CUSTOMS BROKER:	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO
CONTACT:	EMAIL ADDRESS:	CUSTOMS BROKER CONTACT:	CUSTOMS BROKER PHONE#:

I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE: ☐ YES ☐ NO**DESTINATION**

SHOW NAME:		FACILITY:	
ONSITE CONTACT:		ADDRESS:	
PHONE:	BOOTH #	CITY	PROV/STATE
DELIVERY DATE:	DELIVERY TIME	POSTAL / ZIP CODE	

**PLEASE INDICATE SERVICE REQUIRED**☐ ONE WAY ☐ ROUND TRIP ☐ REGULAR GROUND ☐ EXPEDITED GROUND**ITEMS TO BE SHIPPED****SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS**

TOTAL # OF PIECES	DIMENSIONS IN INCHES	ESTIMATED WEIGHT
CARTONS (CARDBOARD)	H___" x W___" x L___"	
CASES/TRUNKS (FIBRE) COLOUR:	H___" x W___" x L___"	
CRATES (WOODEN)	H___" x W___" x L___"	
SKIDS/PALLETS	H___" x W___" x L___"	
CARPET COLOUR:	H___" x W___" x L___"	
OTHER - LIST:	H___" x W___" x L___"	
	H___" x W___" x L___"	
	H___" x W___" x L___"	
TOTAL # OF PIECES	TOTAL WEIGHT	

**RELEASE SIGNATURE:** X**DECLARED VALUE:** \$

To Authorize Delivery Without Obtaining Signature

**TERMS AND CONDITIONS**

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitor's material after the same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50 per item, or \$1000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.

**Notes:**

All orders governed by the GES payment policy &amp; GES Terms &amp; Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

**BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS****SAVE TIME WITH GES ON-LINE ORDERING AT [www.gesexpo.ca](http://www.gesexpo.ca)**



7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

## ELECTRICAL ORDER FORM

**SHOW NAME:** CGA Gas Measurement and Regulation School  
**SHOW DATE:** June 4 - 7, 2018

**DISCOUNT PRICE**  
**DEADLINE DATE:** Monday, May 14, 2018

### EXHIBITOR INFORMATION

### CREDIT CARD AUTHORIZATION

**BOOTH #:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**STREET:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV/STATE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

NO ORDER WILL BE CONSIDERED FINAL  
UNTIL CREDIT CARD AUTHORIZATION  
FORM IS COMPLETED AND SUBMITTED  
WITH THIS FORM.

**ALL ORDERS MUST BE PREPAID IN FULL**

**(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

### ELECTRICAL - 110 VOLT

QTY.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1500 WATT DUPLEX OUTLET	\$77.00	\$107.50	

### ELECTRICAL - 220 VOLT SINGLE PHASE

	220 V / 20 AMP SINGLE PHASE	\$172.00	\$240.50	
	220 V / 30 AMP SINGLE PHASE	\$206.00	\$288.50	
	220 V / 50 AMP SINGLE PHASE	\$257.50	\$360.50	
	220 V 100 AMP SINGLE PHASE	\$462.00	\$646.50	

### ELECTRICAL - MISCELLANEOUS REQUIREMENTS

	POWER BAR	\$18.50	\$25.50	
	EXTENSION CORD	\$20.50	\$29.00	

### LIGHTING (DOES NOT INCLUDE POWER)

	500 WATT QUARTZ LIGHT	\$87.50	\$122.50	
	SPECIAL HOOKUPS AND LIGHTING UPON REQUEST	CALL FOR QUOTATION		

### PLEASE NOTE FOLLOWING WHERE ADDITIONAL CHARGES MAY APPLY

	24 HOUR POWER REQUIRED - ADD 50% TO ABOVE PRICES.		ELECTRICIAN CHARGE IF REQUIRED - CALL FOR QUOTATION
	OUTDOOR POWER - ADD 100% TO ABOVE PRICES.		SPECIAL WIRING OR CONNECTIONS - CALL FOR QUOTATION

### TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.
- NO REFUNDS/EXCHANGES ON POWER ONCE DELIVERED.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- GES RESERVES THE RIGHT TO REFUSE TO PROVIDE UNSAFE CONNECTIONS.

**SUBTOTAL**

**GST 5%**

**TOTAL**

**INCLUDE TOTAL FROM THIS PAGE ON  
ORDER CHECKLIST SHEET**

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SIGNATURE

DATE